

Administrative Support Specialist: Guardian Finance and Advocacy Services is looking for a skilled and energetic clerical and administrative support person to work out of our Battle Creek office. This individual will handle a wide range of tasks, including data entry, managing court documents, banking, errands for clients, setting up services for clients (cable, phone, lawn care, etc). Works with our Conservator staff, who are appointed by the Court to protect disabled individuals. Part time 24hrs/week. Flexible hours. Requirements include: Associates Degree or equivalent experience, experience with persons with disabilities, computer proficiency. Learn more at yourguardian.org. Email resume to Martha Morgan mmorgan@yourguardian.org